

# Departmental Exception Request

## New GTA Training

**Requesting Department:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

**DGS Signature:** \_\_\_\_\_

**Department Chair Signature:** \_\_\_\_\_

### **Please Attach:**

- Departmental New GTA Orientation Agenda and Dates
- Syllabus for Mandatory New GTA Training Course

### **Please Return To:**

Michael C. Roberts, Dean of Graduate Studies Office of Graduate Studies 213  
Strong Hall

### **Due:**

Due no later than 5:00 pm on the 1<sup>st</sup> of July preceding the New GTA Conference for which an exception is requested.

### **Curriculum Requirements:**

A check in each box indicates that the department takes responsibility for covering this information within the department orientation and/or seminar series. All topics **MUST** be covered in order to maintain compliance with the requirements of the Memorandum of Agreement.

### **Online Tutorial Topics:**

- All new GTAs will complete the online tutorial in Blackboard, regarding:
- Family Educational Rights and Privacy Act (FERPA)

- Students with disabilities (ADA)
- Emergencies (student medical, weather, incidents)
- Consenting relations
- GTA absences and class cancellation
- Academic integrity and academic misconduct

**Pre-Semester Orientation in Department:**

Please enclose a copy of the Departmental New GTA Orientation agenda and dates.

- Setting Expectations: Syllabus or Supplementary Document
  - Clear statement of goals and grading processes
  - What kind of learning is expected
  - Familiarity with class policies & procedures
- Getting a Good Start
  - Plan for active learning when possible
  - Knowing students as individuals
  - Being clear about communication
- Enrollment: Drop/Add/Withdraw
  - Know the policies
  - Include dates on syllabus
- Classroom Management and Civility
  - Establish a culture of mutual respect
  - Prompt return of work and feedback
  - Professional demeanor and dress
- Expectations for Working with Faculty Mentors and Supervisors
- Department Procedures and Recommendations:
  - For Misconduct and/or Disputes
    - Document student interactions
    - Keep a clear record
    - Ultimately, the supervising faculty member is responsible
  - For Absences and Teaching
- Diversity and Inclusion

## Department Course or Seminar Series

Please enclose a copy of the syllabus or seminar schedule.

- Setting intellectual Goals
- Using Class Time
- Designing Assignments
- Using technology
- Presentation and active learning
- Specialty teaching: labs, studios, practica, discussion sections
- Measuring learning
- Grading practices and policies
- Not changing grades in public
- Grading papers anonymously
- Expectations about distributions
- Department procedures
- Writing syllabi
- Evaluations: Mid-term and End-of-term

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## For Graduate Studies and CTE Use Only:

- Plan Approved
- Plan Not Approved

• Reason: \_\_\_\_\_

Signature: \_\_\_\_\_